



# 10 Steps You Can Take Today to Impact Diverse Spending

Office of Equity in Procurement - Minnesota Department of Administration



- Familiarize yourself with the definition of Targeted Group (TG) businesses.
  - Go to [bit.ly/mmd-tg-vo-ed](http://bit.ly/mmd-tg-vo-ed).
- Become familiar with the directory of certified TG businesses.
  - Find companies by keyword, commodity, or company name that provide goods and services that your agency procures, at [bit.ly/mmd-certified-directory](http://bit.ly/mmd-certified-directory).
- Communicate to your finance and procurement staff that it is a priority to actively seek TG businesses.
- Apply the six percent preference to the full score when evaluating a Request For Proposal (RFP).
  - The six percent preference should equal six percent of total points available, rather than six percent of only the cost portion of your proposal.
- Take advantage of flexibility on purchases under \$5,000, where no solicitation is necessary.
  - Search the list of certified TG businesses and directly select a vendor that meets your needs.
- Choose where to direct solicitations on purchases between \$5,000 and \$25,000.
  - Search the list of certified TG businesses and solicit responses from three or more TG businesses.
- Connect minority-, woman-, and veteran-owned small businesses with the State of Minnesota.
  - Many businesses are not registered to sell products and services to the state. Refer them to Admin's Office of Equity in Procurement (OEP) to register and pursue certification.
- Advertise your RFPs in diverse publications. Consider community-based media outlets.
- Avoid overly rigid or prescriptive requirements that favor established, long-term vendors.
- Include points for diversity and inclusion efforts in your evaluation criteria.

Contact OEP for additional assistance.

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# Examples of Currently Certified Targeted Group Businesses

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There are over 1,000 certified Targeted Group (TG) small businesses in Minnesota. The table below provides a quick snapshot of what services Minnesota’s TG-certified businesses can provide to your agency.

Category	Services with multiple TG-certified providers
<p><b>Construction Services</b> Including...</p> <ul style="list-style-type: none"> <li>• General Contractors</li> <li>• Design</li> <li>• Electrical</li> <li>• Heating, Ventilation, Air Conditioning (HVAC)</li> <li>• Site Preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Drywall</li> <li>• Small repairs</li> <li>• Plumbers</li> <li>• Painters</li> <li>• Flooring</li> <li>• Landscapers</li> </ul>
<p><b>Commodities and Services</b> Including...</p> <ul style="list-style-type: none"> <li>• Office supplies</li> <li>• Building services</li> <li>• Health care</li> <li>• Food service</li> <li>• Logistics and shipping</li> <li>• Printing</li> <li>• Translation and Interpretation</li> </ul>	<ul style="list-style-type: none"> <li>• Security services</li> <li>• Office furniture</li> <li>• Commercial printers</li> <li>• Home health care</li> <li>• Shipping (truck hauling)</li> <li>• Courier services</li> <li>• Waste collection and hauling</li> <li>• Janitorial services</li> </ul>
<p><b>Professional and Technical Services</b> Including...</p> <ul style="list-style-type: none"> <li>• Consulting</li> <li>• Design</li> <li>• I.T. services</li> <li>• Research</li> </ul>	<ul style="list-style-type: none"> <li>• Educational support services</li> <li>• Sustainability planning</li> <li>• Market research</li> <li>• Program evaluation</li> <li>• Historical consulting</li> </ul>